



## OCTOBER 2013 DIRECTOR'S NEWSLETTER

### October Calendar

Reminder: All Wednesdays this month are  $\frac{3}{4}$  Days at Lane and Davis Schools. The children will eat their lunch at school and ride the bus to KIDS' CLUB. Snack will be provided at KIDS' CLUB upon arrival.

- 2  $\frac{3}{4}$  day all public schools
- 9  $\frac{3}{4}$  day all public schools
- 14 KIDS' CLUB is CLOSED for Columbus Day.
- 16  $\frac{3}{4}$  day all public schools
- 23  $\frac{3}{4}$  day all public schools
- 24 KIDS' CLUB ANNUAL HALLOWEEN FAMILY NIGHT 6-7:30 pm - KIDS' CLUB FAMILIES ARE INVITED TO DRESS FOR THE OCCASION AND JOIN IN THE FESTIVITIES! (NO SCAREY COSTUMES, OR WEAPON ACCESSORIES, PLEASE.) A DINNER OF PASTA WITH MARINARA SAUCE OR LIGHT BUTTER, SALAD, ROLLS, AND A DRINK WILL BE OFFERED. HALLOWEEN FACE PAINTING, GAMES, CRAFTS, AND COOKIE DECORATING ARE JUST SOME OF THE ACTIVITIES THAT WILL BE BREWING! SIGN UP AT KIDS' CLUB BY 10/15/2012. KIDS' CLUB may not be able to accommodate late sign ups.
- 30  $\frac{3}{4}$  day all public schools

### November Calendar

$\frac{3}{4}$  day reminder: Wednesdays, November 7, 14, and 28 are  $\frac{3}{4}$  days at Lane and Davis Schools. On  $\frac{3}{4}$  days, all children will **eat their lunch at school** and ride the bus to KIDS' CLUB. Snack will be provided at KIDS' CLUB upon arrival.

$\frac{1}{2}$  day reminder: Wednesday, November 21 is a  $\frac{1}{2}$  day. On  $\frac{1}{2}$  days, the children in grades K-2 must **bring a lunch and a beverage**. We suggest the children in grades 3-5 also **bring a lunch and a beverage** as they eat very early at school and are hungry when they arrive at KC. Snack is provided at 3:00 PM on  $\frac{1}{2}$  days.

- 6  $\frac{3}{4}$  day all public schools
- 11 KIDS' CLUB is CLOSED for Veteran's Day.
- 13  $\frac{3}{4}$  day all public schools
- 20  $\frac{3}{4}$  day all public schools
- 27  $\frac{1}{2}$  day all public schools
- 28/29 KIDS' CLUB is CLOSED for the Thanksgiving Holiday.

### **SCHOOL YEAR VACATION REGISTRATION FORMS and NO SCHOOL TEACHER WORKSHOP DAY REGISTRATION FORMS ARE AVAILABLE**

The December-February-April Vacation Week Registration Form and the January 13<sup>th</sup> and March 8<sup>th</sup> No School Teacher Workshop Day Registration Form are now available on the KIDS' CLUB website and in the foyer at KIDS' CLUB. Please note that a late fee will be charged for late registration.

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## UNEXPECTED HIGH ENROLLMENT AT KIDS' CLUB -



Due to an increase in enrollment, KIDS' CLUB has reached full capacity most days and has begun a wait-list for those families wanting to be contacted should an opening for child care become available. As always, families are urged to call as soon as they are aware of their child care needs to inquire about availability. Also, because separate registration is required, we encourage families interested in child care for this school year's **School Vacation Weeks** and **No School Teacher Workshop Days** to complete registration forms in order to secure a spot for their child(ren). Forms are available on our website and at our front desk.

**“NO CALL” POLICY REMINDER** - During the month of September, the KIDS' CLUB “No Call” policy was not enforced, with the understanding that most families were adjusting to their new schedules. Now that the school year is underway, the “No Call” policy will be applied beginning October 1<sup>st</sup>. In order to avoid a “No-Call” fee, parents should contact KIDS' CLUB when their child, who is scheduled to attend KIDS' CLUB that day, will not be attending the program. Thank you in advance for your kind cooperation.



## DOES YOUR CHILD REMAIN AT SCHOOL FOR SCOUTS, DANCE, ART

**CLASSES, ETC.?** - KIDS' CLUB and the public schools **do not** share information regarding which children remain at school for afternoon activities. Many families find it beneficial to provide KIDS' CLUB with their child's afternoon schedule information **in written form**. With this information on record, KIDS' CLUB will not need to call your child's school to locate your child on these days and a \$5.00 “No Call” fee will be avoided.



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## A GENTLE REMINDER: KIDS' CLUB ‘SCHEDULE CHANGE’ POLICY -

- \* School Year tuition is always due on the 25<sup>th</sup> of the month in advance of the service month (EX: Due August 25 for September care).
- \* Schedule changes also must be made by the 25<sup>th</sup> of the month prior to the month you are making changes for. There is NO REFUND FOR PARTIAL MONTHS. \*All schedule changes must be made in writing using

the DROP/ADD FORM and submitted to the office.

\* All DROPS are effective the first of the month.

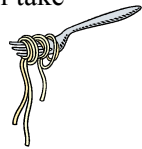
\* All ADDS are on a "space available" basis.

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**FAMILY NIGHT HALLOWEEN PARTY** - Plan to join us at 6:00-7:30 PM on Thursday, October 24, for the always festive KIDS' CLUB Family Night Halloween Party. Please note that



children must be accompanied by an adult after 6:00 PM as the KC staff will be setting up for the event. We will be serving a meal of salad, rolls, pasta with your choice of marinara sauce or butter, and a drink. The children will take part in fun, Halloween activities such as crafts, face painting, and cookie decorating. Once again this year, the children may want to visit our ever-popular Haunted Science Laboratory for a hands-on experience!! Bring the entire family! Sign up for this event at the



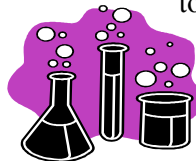
front desk.

See you there!

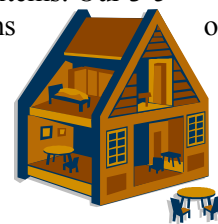
**KIDS' CLUB WISH LIST** - KIDS' CLUB has two special requests for used items. Our 3-5

Group is looking for an old doll house to decorate. We also welcome donations any recyclable materials that can be used in art and small construction

projects. We accept items such as paper holiday cards, children's books, old or stationery, etc. Thank you for keeping next time you are cleaning out a drawer



towel rolls, old misprinted us in mind the or closet!



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**MANY THANKS FOR THE DONATIONS!** - Once again we would like to thank our program parents, our staff, and the Bedford community for several generous donations. We recently received gently used toys, games, books, and craft items. Your gifts have made many children very happy!

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**TOYS FROM HOME** - Although toys from home are usually allowed at KIDS' CLUB, staff may ban specific toys or set limits as to when toys from home may be used. KIDS' CLUB is not responsible for toys or electronic items brought from home that become lost or damaged. At the current time, we recommend that such items be left at home.

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**WELCOME OUR NEW STAFF MEMBER** - We are happy to announce the addition of our newest staff member. **Amy Watts** joins us as a Group Leader and will work primarily with our K-2 Group five afternoons each week. Along with her Bachelor's degree from Johnson & Wales University in Food Service Entrepreneurship, Amy attended Early Childhood Education 1 & 2 at Chelmsford High School. Amy originally served as a volunteer and was eventually employed as a Swim Aide for the Bedford Recreation Department at Springs Brook Park for several seasons. It's great to have Amy on board!